

## **The FRAC Champagne-Ardenne is Recruiting a Collection Registrar (m/f)**

Created in 1984, the FRAC Champagne-Ardenne is active in the contemporary art field. Like the other FRACs in each of the French regions, it is mandated to create and promote a collection (over 600 artworks), to curate and produce exhibitions, to publish, and to organize educational activities and events for the general public. The FRAC has been situated in Rheims since 1990.

### **Responsibilities:**

The Collection Registrar is responsible to the Director of the FRAC, and works in close collaboration with the FRAC team, most notably the Head of Education and Publicity. The responsibilities of the Collection Registrar are focused on the administrative and technical management of the collection of the FRAC Champagne-Ardenne.

- Administrative and technical management of the collection (inventory of artworks; management and maintenance of the Storage; management of the artists' and artworks' dossiers; management and updating of the collection's database (Videomuseum); development and supervision of preventive conservation policy; development and supervision of restoration policy; budgetary planning, development, and coordination; liaising with artists, suppliers and service providers; writing and follow-up of contracts, attestations of loans, condition reports, etc.; logistical organization and supervision of the transport of works; development and updating of schedules and adherence to deadlines
- Technical supervision of the acquisitions (assessment and expertise, reception, documentation)
- Management of the movement of artworks within the framework of the Collection's distribution policy (transport, insurance, supplier and service provider contact, etc.)
- Administrative and technical coordination of extramural exhibitions and events (shows hanging and dismantling, logistics)

### **Profile:**

- Education in Art History
- Training and experience in the management, conservation and restoration of works of art
- Extensive knowledge of museological standards and preventive conservation policies
- Mastery of techniques in the handling and treatment of artworks
- Mastery of techniques in the mounting and dismantling of exhibitions, in addition to the production of artworks
- Mastery of audiovisual techniques
- Knowledge of the contemporary art world and its networks in France and abroad
- Mastery of computer technology, and in particular the Videomuseum database
- Good communication and teamwork skills
- Well-organized, dynamic, with ability to take initiative
- Versatile, with multiple skills-sets
- Fluent French (spoken and written)
- B Driving License required

**Terms:**

- Position to begin November 2<sup>nd</sup>, 2010
- Permanent full-time contract, based in Rheims (Marne)
- Gross monthly salary: 1,991.07 Euros

Applications must include a covering letter written in French and C.V. with photograph, and may be addressed no later than October 1<sup>st</sup>, 2010 by email to: [contact@frac-champagneardenne.org](mailto:contact@frac-champagneardenne.org) or by regular mail to: Madame Florence Derieux, Director, FRAC Champagne-Ardenne, 1 place Museux, 51100 Reims, France.